

## DJS RESIDENT ADVISOR LEAD (2608)

### I. NATURE OF WORK:

A DJS Resident Advisor Lead is the lead level of work providing supervision and guidance to youths residing in a facility operated by the Department of Juvenile Services by observing and interacting with youths, assisting them with everyday life skills and advising them of appropriate alternative behaviors as needed. Employees in this classification train and assign and review the work of lower-level DJS Resident Advisors, but they do not perform the full range of supervisory duties.

Employees in this classification receive general supervision from a DJS Advisor Supervisor or from a designated administrator. The work of this class may require travel to various locations for youth appointments and activities, such as courts, local health departments and community service project sites. Employees are assigned to a regular shift but may be required to work other shifts, evenings, nights, weekends and holidays as required by staffing needs. Employees may be subject to call-in based on staffing needs. Employees may be subject to verbal abuse by youths and will be required to remain calm in stressful situations involving agitated, irate or overwrought youths.

The DJS Resident Advisor Lead is differentiated from the DJS Resident Advisor II in that the DJS Resident Advisor Lead trains and assigns and reviews the work of lower-level DJS Resident Advisors while the DJS Resident Advisor II performs the full range of duties providing supervision and guidance to youths residing in a facility. The DJS Resident Advisor Lead is differentiated from the DJS Resident Advisor Supervisor in that the DJS Resident Advisor Supervisor supervises the work of DJS Resident Advisor Is, IIs and Leads.

### II. EXAMPLES OF WORK: (Examples are illustrative only)

- Leads the work of DJS Resident Advisor Is and IIs on assigned shift;

- Provides advice and guidance to lower-level Resident Advisors in observing and reacting to the behavior of residents and suggests methods of de-escalating potentially harmful situations;

- Trains lower-level Resident Advisors in the policies and procedures of the facility and operation of emergency equipment;

- Reviews progress, incident and injury reports regarding assigned youth prepared by lower-level Resident Advisors and forwards reports for review by supervisors;

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Observes individual and group behaviors, determines when intervention or guidance is needed by the youths under his/her care and uses appropriate methods to intercept inappropriate actions and reactions and to de-escalate potentially harmful situations;

Promotes an environment conducive to learning helpful alternative behaviors by encouraging communication among youth and staff, guiding and critiquing group discussions, offering advice at appropriate junctures and serving as a mentor and role model for resident youth;

Records behavior observations and prepares progress and incident reports regarding assigned youth for review by supervisors;

Implements, helps to evaluate and recommends modifications to student educational and treatment plans and recommends behavioral sanctions to supervisors;

Inspects residence areas for safety, security and cleanliness; checks secured areas, outside doors and windows;

Attends in-service training on relevant topics, such as crisis prevention, suicide prevention, emergency medical treatments, and behavioral modification models, in order to maintain knowledge of childcare needs, counseling methods and trends in the juvenile justice field;

Assesses emergency and crisis situations, and makes appropriate contacts and referrals and provides interim emergency medical and other assistance as necessary until specialized assistance is available;

May be assigned to a cottage or dormitory post at night while youth are sleeping;

May accompany youth to community service activities outside the facility;

May order and distribute clothing and supplies;

May distribute mail and inspect incoming and outgoing mail;

When assigned to the Youth Centers:

Functions as a member of the treatment team for individual youth and provides input and information to the Juvenile Counselor for inclusion in monthly progress reviews;

Implements, helps to evaluate and recommends modifications to youth treatment plans;

Attends monthly treatment team meetings to offer insight on youth peer group development and make suggestions to optimize treatment team effectiveness;

Facilitates daily behavioral modification meetings in the absence of the Juvenile Counselor;

Performs other related duties.

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the human development process as it applies to adolescent needs, problems and development;

Knowledge of the physical, emotional and social needs of adolescents;

Knowledge of group dynamics;

Skill in interacting with agitated or overwrought youths in a calm manner in order to de-escalate combative behavior;

Skill in assessing and addressing potentially harmful or destructive behavior by youths and offering alternative responses;

Ability to train and lead the work of lower-level Resident Advisors;

Ability to organize and maintain a group living environment which promotes positive growth of individuals and groups of adolescents;

Ability to communicate effectively with youths and their families, community service providers and other DJS staff.

IV. MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education: High School diploma or G.E.D. certificate acceptable to the Maryland State Board of Education as described in the Correctional Training Commission regulation.

Experience: Two years of experience providing supervision and guidance to youths in a juvenile facility or juvenile services community program for at-risk youth.

- Notes:
1. The above educational requirement is set by the Maryland Correctional Training Commission in accordance with the Correctional Services Article, Section 8-209.
  2. Possession of an Associate of Arts degree in Criminal Justice or the social or behavioral sciences from an accredited college or university or sixty credit hours from an accredited college or university, including 15 hours in criminal justice or the social or behavioral sciences may be substituted for up to one year of the required experience.

V. LICENSES, REGISTRATIONS AND CERTIFICATES:

1. Candidates must be fully certified by the Maryland Correctional Training Commission prior to appointment and are required to maintain certification while employed.
2. Candidates appointed to positions in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

VI. SPECIAL REQUIREMENTS OF THE CLASSIFICATION:

1. In accordance with the Correctional Services Article of the Maryland Annotated Code, Section 8-209, the Maryland Correctional Training Commission shall establish the minimum qualifications for probationary or permanent appointment of a Department of Juvenile Services employee in a mandated position. These requirements are listed in detail in the Code of Maryland Regulations 12.10.01.04, general regulations of the Maryland Correctional Training Commission, and include;
  - U.S. Citizenship or Resident Alien status
  - Must be at least 18 years of age
  - A thorough background check, including fingerprinting and drug testing
  - An oral interview, and
  - Physical and psychological examinations.
2. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

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DATE ADOPTED: July 1, 2004

Class specifications are broad descriptions covering groups of positions used by various State departments and agencies. Position descriptions maintained by the using department or agency specifically address the essential job functions of each position.

APPROVED:

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Director, Division of Salary Administration  
and Position Classification